

DISPATCH

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TO	All Chiefs of Station and Base	<div>X</div> <div>NO MEETING REQUIRED</div> <div>ONLY QUALIFIED STAFF CAN JUDGE MEETING</div> <div>DISPATCH</div>
INFO		
FROM	25X1A2d1 Chief, [redacted]	
SUBJECT	Control of Overtime	
ACTION REQUIRED - REFERENCES		

1. A directive issued by the Office of the Chief, KUBARK, on 28 January 1964, requires that, effective immediately, each component reduce overtime to the extent possible.
2. The Chief, 25X1A2d1, is currently reviewing [redacted] overtime levels with a view to reducing overtime whenever this can be done without adversely affecting necessary operations and production. Each [redacted] component at headquarters has been instructed to work toward achieving the greatest possible reduction in overtime consistent with operating needs. 25X1A2d1
3. It is intended that the Field also reduce overtime as much as 25X1A2d1 possible. The reduction is to be applied to all elements, including KICLUB, Audit, etc. It is recognized that, in some elements, this may require the authorization by the Chief of Station or Base of staggered shifts and special workweeks.
4. The KUBARK regulation which deals with overtime and holiday pay 25X1A is being amended to tighten controls and limitations. The amended regulation will be forwarded to the field as soon as it is published.

FOR THE CHIEF, 25X1A2d1
[redacted]

25X1A2e
[redacted]

25X1A9a
Mr. [redacted]
Mr. [redacted]
Mr. [redacted]
Mr. [redacted]

SSA File

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	Book Dispatch No. 4204	
	CLASSIFICATION	WPS FILE NUMBER This dispatch may be destroyed when it has served its purpose.
	SECRET	